

Wayland School Community Programs

B A S E

(Before/After School Extension)

Parent Handbook

2018-19

BASE 2018-19 Parent Handbook

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BASE (Before/After School Extension) Child-Centered Philosophy

BASE is committed to providing enriching educational and recreational activities, guiding children toward positive interaction with others and respecting the rights and needs of each child. We believe that children learn through hands-on experiences and that play is an important vehicle for learning.

Choices are also important since the needs of children vary continually. In an after-school program where children may spend extended periods of time, we believe there should be opportunities to be work in groups and independently. Adults serve as facilitators. We encourage children to develop independence, and an awareness of their own skills and feelings.

We hope that you will contact us whenever you have questions, suggestions and concerns. The staff members at BASE work diligently to make your child's experience a positive one. We want you to communicate with us often and to be involved with BASE as much as your time permits.

We want to make each day special, create a home-like atmosphere and offer a balanced mix of activities. We strive to remain attuned to the uniqueness of each child, offer loving and consistent care, and provide materials and opportunities that enhance self-esteem.

Our ultimate goal is to create an atmosphere that allows all children enrolled in BASE to be safe, happy, and excited about attending our programs.

"The BASE Staff"

BASE does not discriminate in providing services to children and their families or in its employment practices, on the basis of race, religion, cultural heritage, sexual orientation, political beliefs, gender, age or marital status. Our enrollment procedure is consistent with the Americans with Disabilities Act.

BASE CONTACT INFORMATION 2018-19

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Middle School BASE (508) 358-3806

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GENERAL INFORMATION

Our goal is to make the experience your child has at BASE the most positive one possible. The following information and guidelines are intended to help foster a partnership that will make that goal a reality.

Lines of Authority at BASE

Whenever you have concerns or questions, we hope that you will come to us directly. Your first contacts should always be the people you see every day in the BASE program. If they are unable to provide the answers you are looking for, please refer to the chart below to determine the next appropriate contacts in the Line of Authority.

Team Leaders/Group Leaders
Site Coordinators
Administrative Coordinator
WSCP Director
Office of Superintendent of Schools

BASE Calendar

BASE is open when the Wayland Public Schools are open. We are closed on the following holidays during the school year:

- Labor Day
- Rosh Hashanah
- Yom Kippur
- Columbus Day
- Veterans Day
- The afternoon before Thanksgiving (afternoon BASE)
- Thanksgiving and the day after
- December break
- Martin Luther King Day
- Patriots' Day
- President's Day
- Good Friday
- Memorial Day

We will close in June when the school year ends.

Vacation BASE

BASE programming is available during February and April vacation weeks to families already enrolled in school-year BASE. There are a limited number of spaces available for a per-day, per-child fee above the cost of school-year BASE. Registration and payment for both Vacation BASE weeks is in January of each year.

Enrollment Procedures

Registration for BASE opens in late spring for the following school year. You must register on-line through the Wayland Public Schools website (www.wayland.k12.ma.us) using the Family ID system. Late and mid-year registrations will only be accepted if there is space

available. If no space is available, you will be placed on a waiting list and contacted when/if an opening occurs at your child's school.

When enrolling, you have the opportunity to individualize your enrollment plan based on your family needs. You may register for one or more of the following plans:

- Before-school BASE from 7-8:30am or 8-8:30am
- Extended-day Kindergarten BASE from 12:20-3:15pm (Wednesdays from 12:20-2:05pm)
- After-school BASE from 3:15-4:45pm or 3:15-6pm (Wednesdays begin at 2:05pm)

Registration Fees

There is a non-refundable registration fee for all families. This fee is paid each year. It is the responsibility of the parents to re-register each child and update all records each year.

Yearly tuition bills are distributed in August. Quarterly tuition invoices and receipts are distributed upon request.

Quarterly tuition must be paid by the 1st of the month in which it is due.

- Payment plans may be requested and arranged through the WSCP Accounting Office (508-358-8620)
- Student enrollment may be discontinued if payment is not received by the end of each billing cycle; said student will be excluded from the program beginning on the first day of the next billing cycle

Late Pick-up Fees

The program ends by 6:00pm daily. If you arrive after pick-up time (6:00pm), there is a late fee. A late fee slip will be filled out and given to you the next day.

Late fees are as follows:

- 6:00-6:05pm = \$5 or \$1/minute
- After 6:05pm = \$2 for each additional minute
- If you are late for your contracted pick up-time (3:15pm or 4:45pm) you will be charged up to the next contracted pick-up time (4:45pm or 6pm)
- Late fees are billed at the end of each month

Please pay particular attention to weather and road conditions so that you can leave work in plenty of time to pick up your child by 6:00pm. If there is an emergency such as a car accident and you notify the site of your potential delay, your late fee may be waived.

Being late 5 or more times, may be cause for dismissal from the program.

Withdrawals or Contract Changes

If you choose to withdraw from or change your child's BASE contract, you must give prior notice, in writing, to the Director, Administrative Coordinator or Accounts Coordinator following the schedule below. The Site Coordinator must also be notified. If you fail to provide the required notice, you will be liable for that quarter's full tuition. Families withdrawing after March 1, 2019 are responsible for final quarter tuition.

Schedules can be changed at 4 designated times each year. The cut-off dates for schedule changes are as follows:

- By July 1, 2018 to be effective from September 4, 2018
- By October 1, 2018 to be effective from November 13, 2018
- By December 1, 2018 to be effective from January 28, 2019
- By March 1, 2019 to be effective from April 8, 2019

Written notification (email is fine) schedule change requests must be received by the cut-off date to be considered. Changes are approved on a space-available basis.

In case of extreme financial hardship, loss of job or family emergency, please consult with the BASE Director.

Financial Assistance

Partial financial assistance is available for Kindergarten Extended Day BASE and After School BASE as follows:

- After School BASE tuition assistance (including BASE Explorers) is available to eligible families for up to \$3000 per family, depending on the days and hours of BASE attendance. Families who receive a waiver for BASE are required to pay the difference between their total cost for BASE and their approved financial waiver amount.
- Financial assistance is not available for Before School BASE
- Financial assistance is not available for Vacation BASE
- Financial assistance does not cover the non-refundable, annual \$60 BASE registration fee

Financial assistance is requested through the WPS Business Office (508-358-3750) and BASE assistance is distributed on a “first-come, first-served” basis, up to a total of \$24,000 in BASE program funds for any school year.

For BASE, all financial assistance applications and documentation must be received by the WPS Business Office by August 31 for the coming school year. If applications are received after August 31, financial assistance will be prorated and distributed from the date of submission as long as assistance funds and program space are available.

Photo/Video Opt-Out Procedure

BASE occasionally takes video/photos of students and activities. When you registered your child, you acknowledged that if you did not complete this Opt-Out form, you were granting permission for your child/children to be photographed/videotaped at BASE for possible use in internal displays, the Wayland Cable TV shows, the BASE website and brochure, newspaper submissions, and online media websites. The Opt-Out form is available on the WSCP website for you to complete and return ONLY if you DO NOT give permission for your child’s photo/image to be used by the BASE program.

BASE ROUTINES

Clothing

Grades Kindergarten – 8 children should bring or wear the following daily:

- **Appropriate outdoor clothing.** We go outside every day, barring exceptionally bad weather (heavy rain or snow, extreme cold and/or wind). If your child is not dressed warmly, (mittens, hats, snow pants, and boots during winter) he/she will not be comfortable playing outside. PLEASE BE SURE TO LABEL SNOWPANTS, BOOTS, MITTENS AND HATS.
- **Rubber-soled shoes or sneakers.** No sandals or clogs. These are dangerous on the playground and in the gym.
- **Washable Clothing.** No dress clothes that should not get dirty. We make every effort to see that the children wear smocks when doing messy projects, but accidents happen and we cannot be responsible if good clothes are ruined.

Items from Home

- Do not bring toys from home, especially if they are of significant personal or monetary value; items can get lost and we cannot take responsibility for them
- Do not bring toy weapons of any kind

Food

Snacks

- We provide and serve healthy afternoon snacks of water, fruit, crackers, cheese, bread, applesauce, etc.
- For K-8 children who wish to bring an additional late snack (after 4:45pm), we recommend fruit, vegetables, cheese & crackers
- Please refrain from packing candy, cookies or other sweets for the late snack

Lunches

- Packed lunches should be nutritious and include food from these groups: milk, grains, (breads, crackers), proteins (meat, fish, cheese), fruits and vegetables
- We serve water. Parents may provide an additional beverage either in a thermos or small container
- Children attending BASE Explorers may need ice packs for their lunchbags, as there is no room to store lunches in refrigerators

Student Pick-up and Transportation

Only parents, guardians or authorized persons, may pick up children at the end of the day. Your child will only be released to adults whose names we have on file. As the parent, you must write a note or call the site coordinator whenever there is an exception to the normal pick-up routine. Your child must be signed out of the program by your designee, who must be over the age of 18. Unaccompanied students are not allowed to walk home from BASE.

Wayland School buses, First Student Transportation or Connelly Transportation are used for field trips and to transport 4th and 5th grade BASE students to the Middle School BASE Program. If WPS busses are not available, a transportation company may be used to transport 4th and 5th grade BASE students to the Middle School BASE Program.

Building Security

Every entrance in each elementary building is locked whenever there are students present. This includes before and after school BASE times. To ensure that BASE staff only grants access to BASE students and their families, each school has identified one door through which BASE families drop off and pick up students. At this entrance, authorized people press a buzzer to be recognized by BASE and buzzed in.

BASE staff is authorized to grant access to one family at a time (one buzz per family) and those who enter or exit must not allow others to enter. To ensure the integrity of the system and the safety of BASE students and staff, these procedures must be followed.

Reporting Absences

You must call the BASE site that your child attends to let them know if your child will be absent. This is especially important for after-school BASE as the school secretaries are not always able to directly communicate absence information to the BASE staff.

- BASE telephone numbers are listed on Page 4 of this Handbook
- 4th and 5th grade parents should leave a message on the BASE answering machine at their elementary school if their child will not be attending on a day
- 6th-8th grade parents should leave a message on the Middle School BASE answering machine
- If your child is not in school during the day, he/she may not attend any after school activity, including BASE. This is a state law and we ask for your full cooperation.

Updating Information

It is vitally important that the registration and emergency information we have on file be kept current. This includes all pertinent information, such as: changes in employment; new or additional telephone numbers; email addresses for all parents or guardians; new contact/pick-up people and numbers; etc.

Conflict Management

When there are conflicts between children, the staff encourages them to communicate with each other. When a child needs time to get himself/herself under control, the staff may ask him/her to sit for a short period of time. Before a child returns to the group, he/she will let a staff member know that he/she is ready to follow the rules for safety, acceptable behavior, appropriate language, etc.

There are behaviors which are not tolerated, such as: biting; physical aggression; spitting; verbally abusive language; a child leaving the program without permission; and disrespect of adults. In these instances, you may be asked to join us for a conference, which will, most often, include your child. If these behaviors do not improve after consistent use of positive behavior management efforts within the program, including conferencing with you and your child, the staff may seek permission to consult with a specialist regarding the particular behavior.

If unacceptable behaviors are continued, repeated and/or pose a danger to any individual in the program, the Director or Site Coordinator may contact you regarding suspension of your child from the program for a specified period of time. In extreme circumstances, BASE may be deemed unsuitable for your child and you will be asked to make alternate

before/after-school arrangements. We hope to work cooperatively with each parent to provide the best possible atmosphere for each child in our program.

Communication and Conferencing

Communication between BASE and parents is very important. Issues that arise at home, both positive and negative, can affect your child's emotional well-being at BASE. We hope that you will share this type of information with the BASE Director, Administrative Coordinator or Site Coordinator as appropriate. Similarly, BASE staff will communicate with you regarding your child's participation and interactions that we feel are of significant importance. All information will be kept in the strictest confidence. Working together, we can continue to give your child the best possible care and understanding.

As a parent or guardian, you are invited to participate in BASE in the following ways:

- Visit us at any time
- Participate in family activities
- Support special projects

In partnership with you, we can continue to bring you and your child the quality program you have come to expect. Site Coordinators are available to discuss your concerns, either at pick-up time or in a scheduled conference.

If staff feels that your child could benefit from additional support regarding social, mental health or medical issues, they will consult with the Site Coordinator and/or Director, who will then confer with you. If appropriate, you will be referred to the appropriate school personnel or agency for additional support. Any written plan resulting from the use of additional or outside resources will be kept in your child's confidential file. We strive to, within our capabilities, collaborate with school personnel, outside specialists or agencies to ensure that BASE is working in every child's best interest.

Dismissal from BASE

You may be asked to withdraw your child from BASE under the following circumstances:

- If, after conferencing and professional assessment, the Director feels the program is not right for your child
- If your child poses a danger to the other children and/or the staff
- If your child consistently fails to follow the guidelines of respect and safety within the program
- If your child is picked up late 5 or more times in the program year
- If your child's tuition is not paid in full in the respective billing cycles

Statement of Non-discrimination

BASE enrolls children ages 5 years to 13 years. It does not discriminate in providing services to children and their families on basis of race, religion, cultural heritage, political beliefs, marital status, handicap, sexual orientation or special needs.

INCLEMENT WEATHER

In the case of a severe storm and hazardous road conditions, please consider leaving work early to allow time for a safe commute and earlier or on-time pickup. In addition to reducing your personal stress about being late, early or on-time pick-ups allow the BASE staff to start their own afternoon/evening commute in the best possible weather conditions.

School Cancellation / Snow Day

When the Superintendent of Schools determines that severe weather and/or poor road conditions will make it too hazardous for school attendance, he will cancel school for the entire day. This will be announced on local television and radio stations, such as WHDH and WBZ. On such days, BASE services will not be available.

Early Dismissal

When severe weather or a school emergency occurs during the school day, the Wayland Public Schools may close early or close immediately at the end of the school day. In these instances BASE will be closed when school ends and families will be notified of the change by email. BASE Site Coordinators will also contact families by telephone to determine if K-8 BASE children will be picked up at the close of school or ride their neighborhood buses home.

Delayed Opening

Occasionally, overnight/morning hazardous road conditions may cause the Wayland Public Schools to have a delayed opening. This will be announced on local television and radio stations, such as WHDH and WBZ. The Before-school BASE Program will not operate on these days.

Middle School BASE

Two after school BASE programs for children in grades 4-8 are available at the Wayland Middle School. Both programs offer a balance of activities consisting of but not limited to: cooking; science; history; homework time; indoor and outdoor games; computer lab; the arts; crafts; drama; community service; field trips; snack; and free time.

Upper Elementary BASE

4th and 5th graders attend BASE at their neighborhood schools in the morning and Wayland Middle School in the afternoon. By combining the 4th and 5th grade students at the middle school, we are able to better meet the needs and interests of that specific age group. For example: activities and clubs can focus on higher level interests and skills; students can experience more independence while still being supported by a familiar structure; and staff can offer more focused homework support as needed.

Additionally, 4th and 5th grade students have the opportunity to connect with students from all elementary schools and with some of the older BASE students when everyone comes together after 4:30pm each day. Spending 2-3 hours a few afternoons a week in at WMS gives these soon-to-be middle-schoolers the chance to become familiar with the physical environment and form relationships with older BASE students.

Transportation to Wayland Middle School

Fourth- and fifth-graders are bussed/transported from their home-school to Wayland Middle School at the close of the school day as follows:

- Loker School 3:15pm dismissal, except on Wednesday (2:05pm)
Travel time to WMS = 5-10 minutes
- Happy Hollow 3:15pm dismissal, except on Wednesday (2:05pm)
Travel time to WMS = 5-10 minutes
- Claypit Hill 3:15pm dismissal, except on Wednesday (2:05pm)
Travel time to WMS = 15-20 minutes

A BASE staff member at each elementary school is responsible for 4th and 5th graders until they board the bus or transportation vehicle to the Middle School. A BASE staff member meets the bus at the Middle School, takes attendance and escorts the Upper Elementary students to the BASE program. Parents/Guardians are responsible for signing their children out of the program at the Middle School at their contracted departure time.

After-School Enrichment

Upper Elementary BASE students who enroll in WSCP after school enrichment programs held at their elementary schools will stay at their elementary site on those designated days. The enrichment staff will meet the students at school dismissal and return them to the elementary BASE program at the end (typically 4:30-4:45pm). Students with a BASE pick-up time of 4:45pm can be picked up directly from the enrichment class or at the BASE program. Students who typically stay at BASE until 6:00pm will integrate into the K-3 BASE program for the duration of that BASE day. Staffing at WMS and the elementary schools will be adjusted to account for significant enrollment shifts.

Middle School BASE (Grades 6-8)

Staff members in the Middle School BASE program are committed to allowing Grades 6-8 to be as independent as possible. The BASE students are allowed to sign out to go to specific locations within the school. Staff members work consistently to guide this age group, encouraging independence and appropriate choices on a daily basis.

In turn, the BASE students are expected to be respectful and follow the same safety guidelines upheld in all BASE programs and sites. The BASE Rules and Contract (see below) is distributed to all middle school BASE students to read and sign at the beginning of their enrollment. Please become familiar with this document so that you are aware of what is expected if issues arise at BASE. If these expectations are not met, the same procedures for remediation, consultation and/or dismissal from BASE (see Page 10, Communication and Conferencing and Dismissal from BASE) will be set into motion.

Wayland Middle School BASE (Grades 6-8) Rules and Contract

Attendance

Students will report to BASE and sign themselves in upon dismissal from school. If a middle school student chooses to go to a school club, a scheduled team sport event or any other area of the building for activities or extra academic help, they must sign themselves out. If they decide to go to a different area in the building they are required to return to BASE and change their location. All students must report back to BASE by 4:00 pm, unless their scheduled sporting event runs later or their parents have informed BASE that they will take their child home from the event. Whenever the children leave the BASE area they need to ask a teacher. (use of the bathroom, go to their locker, etc.)

Chromebook use is allowed during designated BASE time, following all middle school LARK guidelines and expectations. The Chromebook is only to be used to complete homework and may not be used for listening to music. Middle school students may use their Chromebooks upon school dismissal and prior to the arrival of 4th and 5th grade students. Once the 4th and 5th graders have arrived, all Chromebooks will be put away. Computer Lab time is offered daily from 3:30 – 4:45. Middle school students may use their Chromebooks in the lab. **After 4:45, use of the Chromebook is prohibited.** Teachers monitor the proper use of Chromebooks to the best of their ability. If a teacher feels the Chromebook is being misused, the child will be asked to close it. Parents will be notified about their child's misuse of the Chromebook.

Cell Phones are not allowed at BASE. Children may use the BASE phone to contact their parents. If their parent does not answer, then the child will be allowed to call their parent from their cell phone with teacher supervision. Then the cell phone must be put away.

Use of BASE Equipment/Materials

Children may use equipment and materials with teacher permission. Once the child is done, it is their responsibility to return items back to where they belong. Each child is responsible for cleaning their space before going home. This includes throwing trash away.

Kindness

We encourage the children to be kind to each other. Should a conflict arise we will do our best to help resolve the issue. Parents will be notified if their child experiences any difficulty with another child.

We have read and understand the above BASE rules and agree to comply with them during the 2018-19 school year.

Student Signature

Parent Signature

HEALTH CARE POLICY

It is very important to the health of both the staff and the students that children stay home from school and BASE when they are sick.

- If your child becomes sick in the evening or in the middle of the night, we ask that you keep him/her home the following day. A sick child has a difficult time focusing on BASE activities and schoolwork.
- If your child returns to school with medication, it is recommended the medication be timed for dispensing by the school nurse during regular school hours. There is no nurse available on-site during BASE hours of operation.
- Medication can only be given if it is in the original bottle and is prescribed for your child. Non-prescription medication can be given with a form signed by your pediatrician for the school year and listing specific medications (Tylenol, cough medication, etc.). Forms are available on the Wayland Public Schools website.

Sick Children

Many children will suffer from colds, flu and intestinal infections. We realize how difficult it is for parents who are working to take time off from jobs to stay home with sick children but below are the guidelines that we ask you to observe in determining if you should send your child to school:

- Sore Throat / Strep Throat
A child with a sore throat should be checked for strep infection. Symptoms are: red, sore throat; fever; severe headache; and/or a rash. Children with strep may return to school/BASE 24-hours after beginning antibiotic medication. Parents should notify the program of infection.
- Fever
A child who has a high-grade fever (100 degrees or higher) must be free of a fever (without fever-reducing medication) for 24-hours before returning to the program. A child sent home with a low-grade fever may attend the next day if the temperature was normal during the night.
- Heavy Colds
A child should be kept home during the first stages of bad colds. Symptoms are: yellow nasal discharge; runny eyes; slight fever; and severe coughing.
- Diarrhea
Keep your child at home until stool returns to normal. Diarrhea is a symptom of an intestinal infection and it is contagious.
- Vomiting
A child with intestinal flu or active vomiting for any reason must remain home until the vomiting has stopped, the child appears healthy, and he/she resumes normal eating habits.
- Ticks
If a tick is found on your child and it is attached to the skin, you will be called to pick him/her up. If you cannot be reached, a staff member will call your pediatrician and instructions from the pediatrician will be followed.

- Conjunctivitis
This is a very contagious eye infection. Symptoms are: tears; redness of eye lining; irritation followed by swelling; and discharge of pus. A child must be on an antibiotic for 24-hours before returning to the program.
- Impetigo
This is a highly contagious skin infection characterized by crusted sores and a red rash, often appearing on the face. Treatment is usually a topical antibiotic. Children may return to the program after 24-hours of medication.
- Chicken Pox
This is a very contagious disease and difficult for very young children to cope with. Small, round yellowish blisters typically appear first on stomach and back area, with or without fever. Children must be kept home for 1 week from the first outbreak and 24-hours after last pox has scabbed over.
- Pediculosis
Lice are small insects about the size of a sesame seed, and are highly communicable among children. As they move quickly and shy away from light, diagnosis is most often made on the basis of finding nits (eggs). Nits are tiny yellowish-white oval specks attached to hair shafts, which do not blow away. If signs of infestation are found on your child:
 - You will be called to take your child home for treatment with medicated shampoo (prescribed by physician or pharmacist) and a nit comb.
 - Other family members should be examined. Other children in the program will also be checked.
 - When treatment is complete, your child must be checked for any remaining nits. These must be removed BEFORE he/she can return to the program. A child must be nit free to return to school.
 - If there is evidence of new nits or newly hatched lice, your child should be re-treated in 7-10 days

A child who comes to the program (in either morning or afternoon) with any of the above symptoms will be sent home at the discretion of the BASE staff. You will be called and your child will be entertained quietly with books, markers, paper and a snack (if applicable) until you arrive.

Protocol for Infectious Diseases

When any child contracts an infectious disease, the BASE Director will gather all necessary information from our consulting physician, the ill child's pediatrician, Parmenter Health Center and/or the Board of Health. This information will shape any and all decisions made regarding the sick child's welfare and that of the other children and staff in BASE concerning that particular infectious disease.

When a child who attends BASE is diagnosed with an infectious disease, the school nurse will provide the BASE program with a notification letter for distribution to BASE families.

When a child is ready to return to the program after being excluded due to an infectious disease, a doctor's note must accompany the child stating that it is safe, for all concerned, for the child to return.

Plan for Infection Control

Hand-washing procedures are posted in or near each bathroom. Antibacterial soap is located in dispensers outside of each bathroom. In addition, all children are consistently reminded by staff to wash hands after using the bathroom. Disposable paper towels are used to dry hands. Tables and surfaces are disinfected daily.

Medication Protocol

Parents are strongly encouraged to time all prescription and over-the-counter medications to be administered at home or through the school nurse during regular school hours. However, in emergency or unavoidable situations, prescription medication can be administered:

- If the parent's signature is on our medication log AND
- If medication is in original bottle

Staff members carefully measure and administer the medication, documenting the dosage and time that medication is administered.

Similarly, over-the-counter medication may be administered:

- If a pediatrician signs a form (available on the Wayland Public Schools website) stating that BASE staff at Wayland School Community Programs can administer non-prescription medication (Tylenol, cough suppressant, etc.) for the specified school year, OR
- If a parent signs a note each time that a non-prescription medication is to be given. The process for administration and documentation of prescription medication (above) will be followed.

Left over medication is returned to you, or thrown away.

Allergies

Each year parents are asked to list their child's allergies. At the start of each school year, the Site Coordinator goes over the necessary paperwork and allergy information with parents. Lists of allergies and reactions of individual children are kept on file at BASE and posted conspicuously in each room (with proper applicable procedures). All staff must be familiar with all allergies and the required procedures for every child with allergies. For allergies that are serious enough to warrant the need for an Epi-Pen or Benadryl:

- Documented emergency procedures are in place
- Sufficient (unexpired) medication is at BASE, as provided by the parents, AND
- All above administration procedures is followed carefully

First Aid and CPR Procedures

It is recommended that all staff have training in First Aid / CPR and in administering the Epi-Pen. A log or copy of all accident reports is kept on file at the BASE Program. First Aid kits are marked conspicuously and kept on a shelf in each room. Staff will check the kit at the beginning of each month to maintain adequate supplies such as Band-Aids, compresses, etc.

You will be informed if first aid is administered to your child. If an injury requires more than first aid, the following procedure will be implemented:

- Your child will sit quietly with a staff member
- You and possibly EMTs will be called
- If injury requires hospital attention, EMTs will be called to transport your child to the hospital. A staff member will follow your child to the hospital if you do not arrive at BASE before the ambulance leaves for the hospital. In an extreme emergency, the EMTs will choose the nearest hospital.
- If you cannot be reached, BASE will continue to call all persons on your child's registration/emergency form, including your child's pediatrician, while authorized persons administer aid to your child.

Injury Prevention Plan

Staff members conduct daily checks of the BASE environment and equipment to insure safety. In addition, a monthly reminder to check the safety of indoor and outdoor environments, including the condition of equipment, is posted in a staff notice. If an injury occurs, it is noted in the central log located in the First Aid box, with copies given to the parents and placed in the child's file.

Emergency Procedures on Field Trips

Staff members are responsible for making sure that all field trips are safe and that children are monitored closely. The following procedures apply to every field trip or excursion that takes children off-campus:

- Permission slips must be signed for each trip
- Emergency information and a First Aid box accompany all field trips
- Wayland Public Schools buses or First Student Transportation are used; occasionally, a school van may be used
- A list of names and emergency contacts for each child on the field trip are kept by the staff members on the field trip and at BASE
- If a child is seriously injured, a BASE staff person immediately calls the parent from the field trip site and notifies the hosting site in the incident
- On field trips, 2 or more staff members are present so that one person is able to leave the group to follow the necessary emergency procedures identified above
- If no hosting site staff is available for assistance, 1 BASE staff member uses the nearest phone or returns to the program to start above procedures
- The staff:child ratio on Grades 1-8 field trips is 1:8; for kindergarten it is 1:5

Emergency Evacuation

In the event that emergency evacuation of the school building is necessary, the following procedures are followed:

- Evacuation drills occur every 2 months, as determined by the fire department
- Documentation of drills is posted in the main office
- In a drill, children and teacher(s) stop activity, line up at the nearest exit and proceed outside with the other teachers
- Daily attendance lists of children on the playground and/or in the classroom are carried by a staff member to the identified evacuation site
- Site Coordinator and Team Leaders check hallways and bathrooms before leaving the building

Emergency Response Procedures

All emergency and contact numbers are posted conspicuously in each room and next to telephones. The Wayland Public Schools Emergency Response Communication Flow Chart is familiar to each BASE staff member and posted in each BASE room.

Suspected Child Abuse or Neglect

The State of Massachusetts requires that all members of childcare institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. Therefore, all BASE staff members are mandated reporters and obligated to report any suspected cases of child abuse and or neglect to the Massachusetts Department of Children and Families, and to the WSCP Director. Staff members must be knowledgeable of the procedures developed by the Wayland Public Schools for reporting cases of suspected child abuse or neglect. The Director may speak to the suspected child's parent about this procedure, but is not obligated to do so. At Wayland School Community Programs, the Director is usually the person who reports any incidences of neglect or abuse to DCF. All information is documented and kept in the child's confidential file.

Colds versus Flu: How to Tell the Difference

Are you coming down with a cold? Do you have the flu? Look below to see some differences and similarities between colds and flu.

Differences Between Colds and the Flu

WITH A COLD:

Symptoms are usually **less severe** than flu symptoms

Symptoms develop **gradually** over a few days.

You rarely have a fever.

You feel sick mostly in your head and nose.

Body aches, headaches and pain are usually mild if you have them.

You may or may not feel tired and weak.

There is no vaccine to protect you.

Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

WITH THE FLU:

Symptoms are usually **more severe** than cold symptoms

Symptoms come on **quickly** and severely.

You almost always have a **fever**.

Your **entire body** feels sick.

Body aches, headaches and pain are common and can be severe.

Tiredness and weakness are common.

You can get vaccine to protect yourself.

The flu can result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

Similarities Between Colds and the Flu

WITH A COLD:

Caused by a virus.

Affects the body's breathing system (nose, throat, windpipe and lungs).

Usually goes away on its own.

You should contact your doctor if symptoms change or get worse.

WITH THE FLU:

Caused by a virus.

Affects the body's breathing system (nose, throat, windpipe and lungs).

Usually goes away on its own.

You should contact your doctor if symptoms change or get worse.

There are antiviral medicines, by prescription, to treat the flu.